

Kentucky Office of Insurance
Life Division

Form Filing Process

The Life Insurance Division regulates admitted companies who sell life insurance and annuity products. Through application of statutory and regulatory requirements, the Division reviews form filings of life insurance and annuity products for the protection of the public.

You may contact the Life Division by mail at P.O. Box 517, Frankfort, Kentucky 40602-0517, or courier at 215 West Main Street, Frankfort, Kentucky 40601, by telephone at 502-564-6071, by email at KOILifeMail@ky.gov or by fax at 502-564-5922.

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Introduction

This booklet was created to inform life insurers and other regulated entities of the processes and procedures required for filing information with our Division.

This is only a brief overview of the processes. All companies should refer to the Kentucky Revised Statutes and Administrative Regulations for complete details. Companies may purchase a copy of the *Kentucky Insurance Laws and Regulations* by contacting the Administrative Services Division at 502-564-6154. The statutes and regulations may also be accessed through our Web site at <http://insurance.ky.gov/> or through the Kentucky Legislative Research Commission's Web site at <http://www.lrc.state.ky.us/home.HTM>.

The Life Insurance Division accepts filings by mail and also through the NAIC's System for Electronic Rate and Form Filings (SERFF). If you file through SERFF, it is important that you check the General Instructions document in SERFF for those additional filing requirements. The General Instructions document is subject to change so it should be referred to before creating each SERFF filing.

Filing Requirements

806 KAR 14:005 is the regulation which sets out the requirements for a life insurance or annuity filing. It states that a form filing shall be accompanied by a transmittal document, certification Form L-TD Life (1/1/06). Companies may submit duplicates of the filing which will be returned indicating the final action taken if the company provides a self-addressed postage paid return envelope.

The L-TD Life transmittal document should include:

- A filing description, the type of insurance and the product coding matrix filing code;
- The form numbers of the forms included in the filing;
- Actuarial information if included;
- Whether this filing is replacing a previous filing;
- The target market and how it will be marketed;
- Whether it has been approved by your domiciliary state; and
- Any other pertinent information that will assist in the review of the filing.

If the filing is replacing a previously approved form, the previous form number and the DOI File number must be included in the L-TD Life transmittal document. **Remember to attach the forms to be reviewed.**

The Division uses various final action stamps, which are described below:

APPROVED = this stamp is used when we have reviewed and approved the filing.

FILED ONLY = this stamp is used on documents that are reviewed for information only; for example, advertising or non-material changes.

DISAPPROVED = this stamp is used when a filing has been disapproved. When a form is disapproved that company cannot use the form number(s) used in that filing in Kentucky in future filings.

WITHDRAWN = this stamp is used when the filing has been withdrawn by the company who submitted the filing. If a filing is withdrawn that company may use the form number again.

The submission requirements as stated in this booklet must be received with the filing fee or the filing is considered incomplete and will not be reviewed. The Division will notify the company that the filing is incomplete and the filing will be destroyed if the missing information is not received by the specified date.

Kentucky Life Checklists

The Life Division has developed Standard Checklists for each product type. These checklists may be found on our Web site under Documents and Forms.

The Life division has put together the information provided in this packet to enable companies to create complete filings in order to assure the timeliest review. Companies may contact any of our staff to inquire further on requirements or for clarification.

